

# York County Community Action Corp.

## Windows Infrastructure Engineer

### Job Description

**REPORTS TO:** Chief Information Officer

**STATUS:** Full Time; Non-Exempt

**PAY GRADE:** 8

**PURPOSE:** Technology plays a critical role in York County Community Action ('YCCAC') achieving its mission, ensuring that each Department and Program delivers services and supports that are client/patient centered, effective and efficient. The Windows Infrastructure Engineer will be responsible for managing a portfolio of IT projects. The person in this role will work as a member of the IT team and liaison with department heads to understand and implement their business solutions. This is a generalist position requiring flexibility and adaptability.

### **RESPONSIBILITIES:**

1. Manages the agencies infrastructure (WAN, LAN, WIFI, storage and security).
2. Manages the agencies SQL environment(s).
3. Works to improve the agencies project management and record keeping process.
4. Works with the agency's data, transforming, reporting and analyzing in support of the various departments.
5. Works with departments to proactively use technology to increase efficiency and improve workflows.
6. Presents verbal and written reports defining plans, problems, and resolutions to appropriate levels of management.
7. Assists in maintaining our business continuity plan. Works with departments to plan for contingencies and do yearly tabletop exercises.
8. Performs other duties as assigned, or as necessary to fulfill the position.

### **Qualifications:**

1. Bachelor's degree in related field, or equivalent experience.
2. 7-10+ years of experience in a professionalized IT project management role.
3. Must have a MCSE or similar credential.
4. Must demonstrate prior experience and success stories with IT project management.
5. Proven experience in a position requiring accuracy, attention to details and thoroughness is important.
6. Excellent communications and interpersonal skills, including the ability to communicate effectively with people with little or no IT proficiency.
7. Experience with Migration to Azure, Teams and SharePoint office 365.

8. Some development experience a plus.
9. Advanced proficiency in creating presentation materials for executive review.
10. Ability to exercise professionally mature discretion in approach to all aspects of the job.
11. Ability to prioritize and manage multiple tasks and projects in a fast-paced environment and to finish a project on time.
12. Must have the ability to work independently.
13. This job operates in a professional office environment. Suitable business attire required.
14. Confidentiality is a requirement of this position.
15. Proactive and enthusiastic in approaching challenges.
16. Must not have an active record with the System for Award Management (SAM) website.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

### **Responsibility for Safety and Health:**

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

### **Physical Requirement:**

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	O	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	20 lbs or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	12 lbs or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Windows Infrastructure Engineer** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or with-out notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_